



## JOB DESCRIPTION

**DATE:** Oct 7, 2025  
**JOB TITLE:** **Campus Coordinator**  
**LOCATION:** Fort Dodge Campus  
**REPORTS TO:** Campus Pastor  
**FLSA STATUS:** Part-Time, Non-Exempt  
**WEEKENDS:** No

### SUMMARY

The Campus Coordinator is responsible for providing professional administrative and clerical support to the Fort Dodge Campus. This role establishes and maintains efficient administrative services, creating a responsive, service-oriented environment. The Campus Coordinator also supervises and supports various staff and ministries, including but not limited to Custodial and Guest Services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these may be assigned.

#### Data & Records Management

- Maintain and manage campus database information using Rock RMS. Keep accurate records and recruit/oversee volunteers to help with Rock data management.
- Handle sensitive and confidential information with discretion and judgment.

#### Campus Pastor Support

- Support and assist the Campus Pastor with administrative tasks.
- Greet and assist attendees and the public in person, via email, and over the phone with a customer-service mindset.
- Manage office phone and monitor church email inbox and respond/forward as needed.

#### Communication & Media

- Manage our church event calendar and communications, website and social media platforms.
- Prepare and send monthly digital newsletter.
- Make attractive and professional graphics and communication pieces for campus needs or events, generally using Canva templates.

#### Financial Tasks

- Manage incoming bills and approve for payment, mail weekly bills/offering.
- Track and process volunteer reimbursement.

#### Supplies & Inventory

- Create/print documents, photocopy, organize, file, open and sort mail, and send letters/packages.
- Maintain various inventories.
- Manage budget for office-related expenses, and handle receipts for monthly credit card statements.

#### Events & Logistics

- Coordinate weddings, funerals, and events.
- Manage facility scheduling, building needs, and keys.
- Manage special events.

**SUPERVISORY RESPONSIBILITIES**

- None

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be a Christian and fully support the philosophy and leadership of Prairie Lakes Church. A strong personal walk with Christ, evidenced by family relationships, ministry involvement, and personal character, is essential.
- Must demonstrate integrity, discretion, and commitment to the mission of Prairie Lakes Church.

**EDUCATION and/or EXPERIENCE**

- High school diploma required.
- Clerical training and/or experience in administrative support.
- Experience working with volunteers and/or customer service experience preferred.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

**OTHER SKILLS AND ABILITIES**

- Proficiency in Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook).
- Familiarity with social media platforms (Facebook, Twitter, blogs, texting) and willingness to learn new technologies.
- Ability to maintain confidentiality and work with sensitive information.
- Strong time management, organizational, and multitasking skills; able to prioritize and meet deadlines.
- Ability to work effectively both independently and as part of a team.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb ladders; stoop, kneel, crouch, or crawl; and talk or hear. The employee must be able to lift and/or move up to 30 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with stairs. This campus has a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_